PA WORKFLOW REPORT

You may access the *PA Workflow Reports* screen by entering the following Transaction code in the Command field.

- Enter **zpa0189**.

The requested Workflow Report is displayed. See the examples below of the *PA Workflow Report* screens.

PA Workflow Report

WORKFLOW REPORT SEARCH CRITERIA

The Workflow Reports can only be run for those entities for which you have security. You can run the report for your entire agency *if* you have that security access. The Workflow Report can also be run for smaller groups or for an individual PCR.

DATA SEARCH OPTIONS

For **PA** you can search by:

- Personnel number – employee personnel number

  NOTE: You must enter all eight digits, including any leading zeros.

- Create Date – the date the PCR was created.

- Effective Date – the date of the Action.

- Action type

  o Use the drop-down menu to select the actions type.

- Personnel area

  o For those for which you have security access

- PCR ID (if you know it)

- PCR WF Approval Level

  o Use the drop-down menu to select the workflow approval levels. (see last page for code definitions)

 Multiple Selection icon

In the Selection and the Additional Data sections you can perform the search using multiple selection criteria to broaden your output.

 Data Range fields

In the Additional Data section you can perform search using individual data or even a range of data.

 Variant List field

You can also create and run ALV Layout Variants. This job aid will explain how to set up your ALV Layout Variant later in the document.

EXECUTING THE WORKFLOW REPORT

1. Determine the search criteria data needed for your report.

2. Enter the data in the various fields.

3. Click [icon] (Execute) to perform the search.

INFORMATION ON THE WORKFLOW REPORT

1. Click [icon] for Job Aid.

MANAGING THE LAYOUT VIEW

Layout Management Options:

[icon] Change layout icon

[icon] Select layout icon

[icon] Save layout icon

EXECUTING, CHANGING, AND SAVING THE LAYOUT OF A REPORT

The following actions will be demonstrated in this section:

- How to search for PA Actions Z1 to Z6
- How to search in Personnel area 4601
- How to execute the report
- How to change the layout
- How to save the layout as a variant

1. Type **ZPA0189** in the Command field and press Enter to access the PA Workflow Report.

PA Workflow Report

Selection

Personnel number

Additional data

Created Date ___ to ___
Effective Date ___ to ___
Action Type ___ to ___
Personnel area ___ to ___
PCR ID ___ to ___
PCR WF Approval Level ___ to ___

Output options

ALV Layout variant

2. Enter your search criteria in the fields of your choosing in the **Selection** and **Additional data** sections of this screen.

    NOTE: You will only see what your system security will allow you to see.

3. Click the **Execute** button.

4. Click the **Change layout** icon. A pop-up box is displayed.

    There are five tab options on the Change Layout box.

    - **Displayed Colu tab**– Displays the fields included on the current report. If you want a different layout, you can adjust your display by moving the columns to the right column to "hide" them from the display.

        Highlight an item in the **Displayed Columns** list and move it to the **Column set** list

        Highlight a **Column set** item and move it to the **Displayed Columns** list

        Move the highlighted item up in the order (moves the column to the left on the report)

        Move the highlighted item down in the order (moves the column to the right on the report)

        Move the highlighted item to the top of the list (to the left of the report)

        Move the highlighted item to the bottom of the list (to the right of the report)

        Helps to search for a field

- **Sort Order tab** – Displays the currently sorted fields on the left and the set of available fields on the right. (also available under the **Sort** buttons).

  Ascending order filter

  Descending order filter

- **Filter tab** - The fields currently filtered on are shown on the left, the set of available fields are shown on the right (also available under the filter button).

- **View tab** - allows the user to choose various data views

- **Display tab** - allows various data views
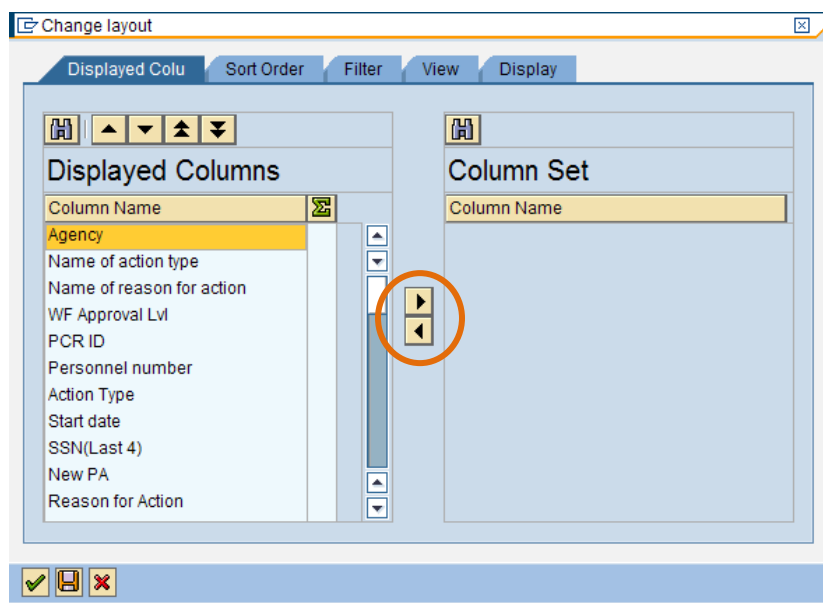
5. Select any columns you do not wish to see on this report by highlighting the column name in the Displayed Columns list and either double-clicking or clicking the Hide selected columns button located in between the column sets.
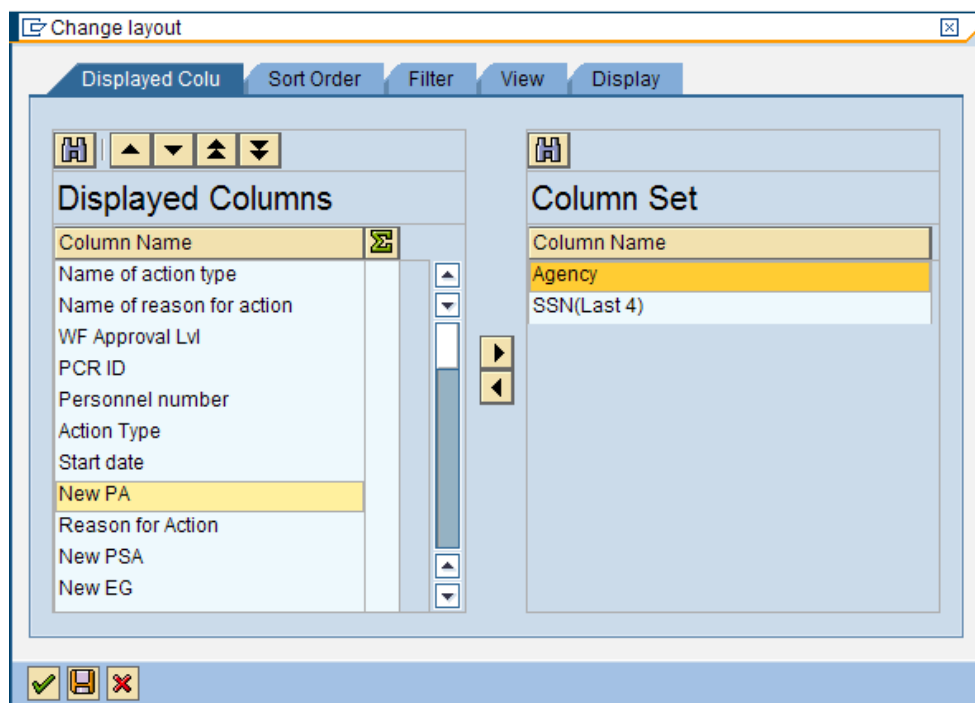
6. Once you have selected which columns you do not wish to see, click on the green check mark at the bottom left of the pop-up box. The report redisplays with the column set you have selected.

7. You may wish to rearrange the order of the columns as they are displayed. Position your mouse over the top of the column you wish to move until the cursor changes to a dark down arrow. Single-click to highlight that column. In the following example we have highlighted the Act. Column.

8. Position your cursor over the title of the column and drag it to where you want it to display. A red line will indicate when you are where you want the column to be moved. Release the mouse and your column will move to that position.

In the preceding example, note that we have moved the **Act. column** to follow the **Name of reason for action** column.

9. Click the **Save layout** icon to save this layout to display each time you run this report. The Save layout pop-up box is displayed.

10. Enter a short description in the **Save layout:** field to identify the layout design.

   NOTE: If you want this layout to be user-specific, you must begin the layout name with a **Z**.

11. Enter a more descriptive name for the layout in the **Name:** field.

12. Check the **User-specific** checkbox if you want this layout design to be restricted to your user ID.

   NOTE: If you do not check the User-specific box, the layout will be available to all who have security to run this report. It can also be changed by anyone with security access to this report.

13. When you have completed entering the fields on the Save layout box, click the green check mark in the lower left hand corner of the box to save your layout design.

You have just created an ALV Variant layout.

RETRIEVING AN ALV VARIANT LAYOUT OF A REPORT

1. To retrieve an ALV Variant for a report, complete the search criteria fields in the **Selection** and **Additional data** sections of the report screen.

2. Click on the matchcode in the **ALV Variant** field. The **Layout: Choose** pop-up selection box is displayed showing any preset variants.

3. Click on the layout you wish to see and click Execute to run the report. The report will display with the applied variant layout.

- If you forget to select the variant prior to executing the report, you can still apply it once you are in the report by clicking on the **Select layout** icon ⊞. The **Choose layout** selection box is displayed with the available options. Click on the layout you wish to see. The layout is then applied.

- If you want to change the current view to another view, you can also do that by using the **Select layout** icon to apply that view in the current report.

- You can set the default layout view by accessing the following menu path:

    Settings > Layout > Layout Management
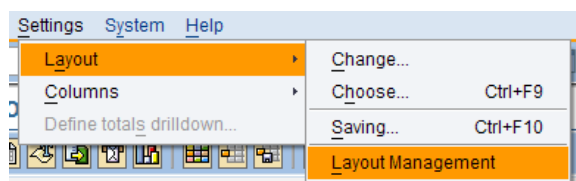
- You can select the default setting you want to display each time your report is run. Do this by clicking in the **Default setting** field next to layout you choose.

NEW WF APPROVAL LEVEL CODES

Level Code	Level Description	Conditions
ICRE	Awaiting Initiator PCR Initiation	Coded in both screen Tranx programs when PCR is first created (**D**)
IREJ	Awaiting Initiator Resubmission	After rejected waiting for Initiator to **"Resubmit"** or **"Cancel PCR"**
IPRO	Initiator Processing	**PA** – Waiting for Initiator to complete **ZHR_HIRING** and/or **PA40**
DA1	Division Approval	Waiting for Division Approval
AA1	Agency Approval	Waiting for Agency Approval
FA1	Funding Approval	Waiting for Funding Approval
OA1	OSP Approval	Waiting for OSP Approval
BA1	OSBM Approval	**OM** – Waiting for Budget Approval
SOM	OM Shared Services Approval	**OM** – Waiting for Shared Service Approval and/or processing
SPA	PA Shared Services Approval	**PA** – Waiting for Shared Services Approval and/or processing
CREJ	Complete – Rejected	Initiator **"Cancels PCR"** after a Rejection
CAPR	Complete – Approved	**PA** – After all approved *(Main)* **OM** – After all approved *(Main)* and after Shared Services Approval
CCAN	Complete – Cancelled	**PA** – After Initiator chooses **"Reject after Execution"**. *(In Cancel Sub-WF, End of Main)*